

## SBA LOAN CHECKLIST

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FEIN

Borrower:

Address:

Phone #

Home Phone #

FAX:

Bank Officer:

Closing Date:  
at office of

Loan #: \$:	Req- uested	Prepared By	Reviewed By	In File	Status/Comments
Closing Statement		Attorney			
Note - SBA Form 147		A			
Settlement Sheet SBA Form 1050		A			
Compensation Agreements -		A			
Legal -		A			
Title Insurance -		A			
Appraisal -		Bank			
Environmental -		B			
Survey -		B			
Loan AUTHORIZATION		B			
Borrower's Certification					
Unremedied Adverse Change Affidavit		A			
Credit Reports (pre-closing)		B			
Current Form 941					
<b>FUNDING DOCUMENTS:</b>					
List of Current FF&E and/or M&E					
FF&E and/or M&E Quotes					
Inventory Invoices					
A/R Current Aging					
A/P Current Aging					
Copy of Note/Mtg (Refinance)					
Payoff on Refinancing					
Mortgage - SBA Form 928					
Title Insurance Policy (Commitment)					
Survey - certified to all parties					
Title Search (pre-closing)					
Title Search (post-closing)					
Security Agreement - SBA Form 1059					
UCC-11 Lien Search (pre-closing)					
UCC-1 filed					State [ ] County [ ]
UCC search (post-closing)					
Auto/Equip titles					
Hazard Insurance - Business					Lender's Loss

					Payable Clause
Hazard Insurance - Residence					
Flood Insurance					
Personal Guaranty - SBA Form 148					
Limited Guaranty - SBA Form 148L					
Life Insurance Policies					
Life Insurance Assignments					
Life Insurance Questionnaire(s)(s)					
Collateral Receipts - Life Ins.					
Hypothecation Agreement					
Lease (Executed)					
Lease Assignment					
Lessor's Agreement					# days =
Franchise Agreement (Executed)					
Franchise Assignment					
Waiver of Royalty Fees in Default					
Standby Agreement-Form 155					
Note Receivable Assignment					
Acknowledgement of N/R Pledged					
Original of Note Pledged					
Original of Mortgage Pledged					
Collateral receipt - Note/Mortgage					
Corporate Resolution - Form 160					
Certificate of Status (current)					
Fictitious name compliance					
Non-Incorporation Affidavit					
Partnership Agreement					
Certificate as to Partners - Form 160A					
Compliance Agreement 601A					
Subordination Agreement					
Ownership % Affidavit					
Child Support Affidavit					
Agreement of Assurance					
Appraisal review by Loan Officer					
Environmental Audit					
Proof of Equity Injection					
Business License(s)					
Equal Opportunity Poster - Form 722					
Notice to New Borrowers - Form 793					

- IF CONSTRUCTION-					
Construction Agreement					

Builder Contract (Executed)					
Affidavit of No Liens					
SBA Form 601 (Executed)					
Lien Waivers					
Pre-Sale Contracts					
Zoning Certificate					
Building Permits					
Plans & Specifications					
Notice of Commencement					
Draw Schedule					
Builders Risk & W/C Insurance					
Letter of No Material Change					
Owner/Contractor Affidavit					
Payment & Performance Bond					
#NAME?					
Certificate of Occupancy					
Appraisal Re-Certification					
As Improved Survey					
Final Lien Waivers					
Title Update					
Const. Inspection Reports					
Const. Draw File					
Business License(s)					
Special Instructions:					
Contacts:					
Attorney:					
& Phone Number:					
Fax Number					